*This template contains selected elements of an effective syllabus, as well as recommended language related to College policies and resources. Content should be customized to fit the course, but language may be directly copied from this document.*

**Course Title**Department, Course Number, and Section  
Class Meeting Time(s) and Location(s)

Instructor(s) name(s) and contact information, e.g.

Email address

Office location; phone

Office hours

<Instructors may want to indicate which is their preferred mode of contact (email, phone, etc.), as well as when and how students can expect a reply to any electronic communication.>

<Consider adding contact information for other individuals providing course support.>

***Course Description***

<Insert description of course here. Along with the topic of your course, the description may include information about the type of course (e.g. lab, discussion-based seminar, writing-intensive, intercultural literacy-focused, etc.) as well as particular pedagogical strategies required (group work, fieldwork, etc.). >

***Course Goals***

Students who complete this course successfully will be able to:

<Consider listing 4-6 “big picture,” student-centered course goals or learning objectives. What should your students learn or be able to do as a result of participating successfully in your course? Connect your course goals to our Educational Priorities and Outcomes.>

* Students will write in a variety of forms. (Communication)
* Students will read and discuss literature from several historical eras and national /Cultural traditions. (IL)

***Course Support of Educational Priorities and Outcomes of the College***

<EXAMPLE TEXT: This course supports the following Educational Priorities and Outcomes of Cornell College:

• Inquiry. We read, reflect, and research to understand the role of literature in our society and our lives; we develop analytical and research skills to better understand literature. • Communication. We write in a variety of forms: formal and informal/experimental papers for academic and general audiences. We also give oral presentations. • Intercultural literacy. We read and discuss literature from several historical eras and national/cultural traditions.>

***Required Texts, Materials, or Equipment***

* List required texts, titles, and authors, as well as edition.
* List any required materials or equipment (e.g. lab notebook, specific calculator, etc.).
* Include a note about where to obtain these materials.
* Include a note about any electronically-available content posted on Moodle or the Ram Page.

***Daily Work/Homework***

<Briefly describe what students will be required to do to prepare for class and/or to complete homework assignments.>

***Major Assignments/Exams: Descriptions & Deadlines***

<Include a brief description of each of the graded components in enough detail that a student reading the syllabus will have a good general understanding of the amount and type of required work.>

***Class Participation***

<Describe the function of student participation within the course, as well as your expectations for how students should participate in class. This information should include whether participation is required, how it is assessed, etc.

Consider including a statement indicating that all interactions in class will be civil, respectful, and supportive of an inclusive learning environment for all students.>

***Course Grading***

Statement of Grading Process and Criteria

<For example, are major assignments or exams graded on a curve? Will exams be graded anonymously? Will a “curve” be applied when grades are tabulated?>

Explanation of Grading System

<Include assignments, exams, presentations, etc., that together determine the final grade for the course, with a clear indication of the value of each. If relevant, include grade cut-offs or other information. Examples are included below.>

* Paper/Exam 1: **% of total grade or maximum points**
* Paper/Exam 2: **% of total grade or maximum points**
* Paper/Exam 3: **% of total grade or maximum points**
* Paper/Exam 4: **% of total grade or maximum points**

OR

* Exams = XXX points
* Homework = XXX points
* Class Participation = XXX points

Sample Grade Cutoffs

90% A

80% B

70% C

***Course-Specific Support***   
<Include information about the CTL professional consultants and peer consultants, study sessions, etc.>

***Course Policies and Information for Students***

<The following are policies that may be included in your syllabus.>

1. ATTENDANCE POLICY
2. PENALTIES FOR LATE WORK and REQUESTS FOR EXTENSIONS
3. POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUIZZES
4. REQUESTS FOR INSTRUCTOR FEEDBACK ON DRAFTS AND REQUESTS TO REVISE  
   <Include these policies if your course includes writing assignments or other major assignments that involve revision. Remember that you will need to be able to offer the same amount of feedback, and the same opportunities to revise, for all students.>
5. TECHNOLOGY POLICIES: <Include policy on use of laptops or other mobile devices.>

<The following are policies that must be included in your syllabus.>

1. DISABILITIES AND ACCOMODATIONS POLICY: Cornell College makes reasonable accommodations for persons with disabilities. Students should notify the Office of Academic Support and Advising and their course instructor of any disability related accommodations within the first three days of the term for which the accommodations are required, due to the fast pace of the block format. For more information on the documentation required to establish the need for accommodations and the process of requesting the accommodations, see <http://www.cornellcollege.edu/academic-support-and-advising/disabilities/index.shtml>.
2. ACADEMIC HONESTY POLICY: Cornell College expects all members of the Cornell community to act with academic integrity. An important aspect of academic integrity is respecting the work of others. A student is expected to explicitly acknowledge ideas, claims, observations, or data of others, unless generally known. When a piece of work is submitted for credit, a student is asserting that the submission is her or his work unless there is a citation of a specific source. If there is no appropriate acknowledgment of sources, whether intended or not, this may constitute a violation of the College's requirement for honesty in academic work and may be treated as a case of academic dishonesty. The procedures regarding how the College deals with cases of academic dishonesty appear in The Catalogue, under the heading “Academic Honesty."  
   <Here, you may wish to list some specific examples related to your course, such as:

* Always cite your sources when you present ideas and/or language that you have not developed yourself, including material from class lectures and discussions.
* Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.>

***Preliminary Schedule of Topics, Readings, and Assignments***

<Include dates you plan to cover specific topics (with reading assignments), the due dates for major assignments, and the dates for exams. Consult relevant academic calendars and keep in mind religious holidays and significant campus events.>

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| **Date** | **Topics/Assigned Readings/Homework** | **Major Assignments and Deadlines** |
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